

THE PAWTUCKET HOUSING AUTHORITY

BOARD OF COMMISSIONERS REGULAR MEEETING

560 PROSPECT STREET

COMMUNITY ROOM

WEDNESDAY, MARCH 25, 2009 AT 5:30 P.M.

AGENDA

- 1. Meeting called to Order**
- 2. Roll Call**
- 3. Resident and Public Concerns**
- 4. Minutes from March , 2008**
- 5. Approval of Minutes from Previous Meeting**
 - January 21, 2009- Monthly Meeting at Fogarty**
- 6. Correspondence**
- 7. Report of the Executive Director**
- 8. Section 8 Monthly Report**
- 9. Family Self Sufficiency Program (FSS)**
- 10. Consent Agenda- Department Reports**
 - Modernization**
 - Housing Management**
 - Finance**
 - Security**
 - Facilities Management**
 - Resident Services**

- **MASS Report**
- **Service Contract Log**

11. Executive Session

- **Approval of Past Executive Session Minutes**

a. February 12, 2009

- **Personnel**

a. Executive Secretary Position

b. Management Aide Position

c. Laborer Position

12. PHA Resolution # 940, Capital Fund Program (CFP) Amendment, 2009 Stimulus

13. PHA Resolution # 941, Approving Calculation of Performance Funding System Operating Subsidy

14. Approval of time extension of the agreement between the PHA and Castellucci, Gali Corporation for A/E Services

15. Approval to enter into contract with MacGray Laundry for providing laundry services, equipment, and maintenance.

16. Other Business

17. Adjournment

The Board of Commissioners held its regular monthly meeting Wednesday,

February 12, 2009 in the Fogarty Manor Community Room at 5:30 P.M. for the following reasons:

- 1. Meeting called to Order**
- 2. Roll Call**
- 3. Resident and Public Concerns**
- 4. Minutes from February 14, 2008**
- 5. Approval of Minutes from Previous Meeting**
 - **January 21, 2009- Monthly Meeting at Fogarty**
- 6. Correspondence**
- 7. Report of the Executive Director**
- 8. Section 8 Monthly Report**
- 9. Family Self Sufficiency Program (FSS)**
- 10. Consent Agenda- Department Reports**
 - **Modernization**
 - **Housing Management**
 - **Finance**
 - **Security**
 - **Facilities Management**
 - **Resident Services**
 - **MASS Report**
 - **Service Contract Log**
- 11. Executive Session**
 - **Union Negotiations**
 - Teamsters/Laborers**
 - **Pending Litigation**
 - **Union Grievances**
 - **Staff Positions**

12. Other Business

13. Adjournment

A motion was made by Chairperson Carrera to call the Board Meeting to order with a second by Vice Chairperson Rabbitt, with an affirmative vote by roll call vote:

- AYES**
- NAYS**
- Chairperson Carrera**
- Commissioner Condon**
- Commissioner Monahan**
- Commissioner Goulet**
- Vice Chairperson Rabbitt**

The meeting was called to order by Chairperson Stella Carrera at 5:30 P.M.

Upon roll call those present and those absent where as follows:

- Present**
- Absent**
- Stella Carrera, Chairperson**
- Kevin Rabbitt, Vice Chairperson**
- Hugh Monahan, Commissioner**
- Harvey Goulet, Commissioner**
- Agnes Condon, Commissioner**

Stephen Vadnais, Executive Director

Jim Goff, Director of Housing

Maureen McNulty, Executive Secretary

Jim Ruthowski, Director of Security

Andy Hladyk, Maintenance Supervisor

Jim Castellucci, Architect

Joseph Montalbano, Attorney

Jeff Kastle, Attorney

Resident and Public Concerns

Chairperson Carrera opened the floor to the residents of Fogarty Manor, and asked them to please voice any complaints that they may have to the Board. Chris Black mentioned to the Board that he would like to see the parking lot swept, as well as the lines repainted where individuals park their cars. Andy Hladyk stated that this spring the lines will all be repainted for the parking spaces. Lloyd requested to have a preacher conduct a 6 A.M. service on Easter Sunday. An official will be contacted by the Director. Francis from Fogarty asked, if there needs to be a convertor box for the T.V. by the front door.

Ron Hall a resident from Kennedy questioned the Board what is considered emergency maintenance. Mr. Hall called Friday night for a light gone out above the kitchen sink. Ron was informed that the light going out was not considered an emergency. It was further discussed between Mr. Hall and Vice Chairperson Rabbit the light situation.

After further discussion, Vice Chairperson Rabbitt asked Jim Goff what constitutes as an emergency. Jim Goff, Director of Housing stated that there are policies that are placed in the resident packages outlining what is considered emergency maintenance. Mr. Rabbitt mentioned to Mr. Hall a policy guide will be mailed out to him. Stephen Vadnais, Executive Director mentioned to Ron Hall that at the next management meeting an emergency policy will be discussed with Andy Hladyk and Diana Hilerio.

Donna Carr brought up her position on the waiting list to the Board. Donna stated she was fourth on the list and was wondering why she had not been moved higher. She had requested a transfer due to medical reasons. Jim Goff explained to Ms. Carr that there is a list of certain medical conditions that affect where you are on the list. Mr. Goff continued by informing Donna he will look into it and speak with her the following day. There where no further concerns brought up by the residents of Fogarty Manor.

Correspondence

Chairperson Carrera asked if anyone had changes or objections to the correspondence. There where no questions or objections to the correspondence.

Executive Directors Report

Chairperson Carrera asked if anyone had objections or questions to the Executive Directors Report. Executive Director, Stephen Vadnais

briefly mentioned he would

like a tab added for Correspondence from HUD. Discussion also took place regarding a

HUD review of Labor Compliance. Director Vadnais mentioned he was attending the maintenance and management meetings, as well as the resident meetings to discuss the digital conversion taking place on February 17th. Residents were informed if they did not have cable or digital boxes they would need to purchase rabbit ears for their TV's. The cost of installing a digital antenna is going to be \$35,000 if that is something the Board and the Housing Authority would like to move forward with.

The antenna would benefit people who can not afford Cox Cable Services. Larger Housing Authorities are switching to digital to accommodate their tenants. Discussion took place in regard to having the antenna in place for elderly sites only. Vice Chairperson Rabbitt asked if the antenna for the elderly sites had gone out to bid. Director Vadnais stated yes. Problems at St. Germain were presented and discussed between the members of the Board.

Executive Director, Stephen Vadnais brought to the Boards attention that he had a meeting with the Boys and Girls Club. Staff meetings also took place to discuss the existing landscape problems. Arbor Day was discussed between the members of the Board. Placing a tree at Burns was mentioned. Commissioner Goulet would like to see that plan in motion. Stephen also informed the Board we received 350

applications for the Laborer position.

Approval of Minutes of the January 21, 2009 Meeting

Chairperson Carrera asked if anyone had any questions or objections to the minutes of January 21, 2009. There being no questions or concerns to the previous month's minutes Vice Chairperson Rabbitt made a motion to approve the previous months minutes with the amendments. This was seconded by Commissioner Condon. Upon roll call the "Ayes" and "Nays" where as follows:

AYES

**Chairperson Carrera
Commissioner Condon
Commissioner Goulet
Commissioner Monahan
Vice Chairperson Rabbitt**

NAYS

Section 8 Monthly Reports

Chairperson Carrera asked if anyone had questions or objections to the Section 8 Monthly Report. Chairperson Carrera advised that Commissioner Goulet will abstain from any discussion regarding the Section 8 Report.

There being no questions or concerns regarding the Section 8 Monthly Report a motion was made by Vice Chairperson Rabbitt and seconded by Commissioner Condon. Commissioner Goulet abstained from any discussion or participation in the roll call vote regarding the Section 8 Report. Upon roll call the “Ayes” and “Nays” where as follows:

AYES

Abstain

Chairperson Carrera

Commissioner

Goulet

Commissioner Condon

Commissioner Monahan

Vice Chairperson Rabbitt

FSS Report

Chairperson Carrera asked if there where any questions or objections to the FSS Report. There being no questions regarding the FSS Report a motion was made by Vice Chairperson Rabbitt with a second by Commissioner Condon. Upon roll call the “Ayes” and “Nayes” where as follows:

AYES

NAYS

Chairperson Carrera

Commissioner Condon

Commissioner Goulet

Commissioner Monahan

Vice Chairperson Rabbitt

Consent Agenda Department Report

- **Modernization**

Chairperson Carrera asked if there were any questions or objections to the Modernization Report. Commissioner Goulet opened the discussion with Jim Castellucci regarding St. Germain Manor, as well as the electrical issues. The fire alarm project with Best Electric was one of the topics of discussion brought to Mr. Castellucci's attention. Mr. Vadnais and Mr. Castellucci met on the 11th of the February with the electrical inspector. An issue was brought up by Mr. Castellucci regarding the fire alarm itself and the need to attach a communicator to it in case there is an issue with the alarm. Architect Castellucci explained this in more detail to the Board. Fire alarm inspector Walter Needman retired. Captain Sisson will take over. Jim Lewis is also involved in the ongoing projects at Kennedy Manor.

Talk regarding about putting a partition in one of the rooms at Kennedy Manor took place, but it was determined that the room is too small and it is non cost effective. Discussion began anew about possibly moving this project to the Community Room.

Mr. Needman wondered if this would be OK with residents. Jim Lewis is involved in this project and he stated he will coordinate with the residents in regards to this matter. Stephen Vadnais mentioned a

trade off with residents by creating a room with glass windows at the end of the building. Jim Castellucci agreed this would be safer if placed at the end of the building for security. Mr. Castellucci mentioned that they met with the Electrical Inspector at St. Germain. There is a problem of condensation in the conduit dripping on the devices. Jim Castellucci mentioned to the Board when the conduit was installed it was attached to the duct work which is a violation. The conduit will vibrate and when it does it will shake the duct work lose.

Jim Castellucci mentioned he is trying to continue this project in a cost effective manner.

At this present time Jim and the contractor are working together to make this happen. Mr. Vadnais questioned Jim on the boiler situation. Jim Castellucci informed Mr. Vadnais that he was working on a bid. Jim mentioned he was revising the clearances for the hot water heating systems. Commissioner Goulet wanted to know if this would resolve the generator problems. Jim Castellucci stated yes.

Vice Chairperson asked Jim Castellucci the name of the contractor that has the siding project. Mr. Castellucci stated Eastland. Commissioner Goulet stated that Eastland is supposed to be taking care of this project. Further conversation took place among members of the Board and Jim Castellucci regarding the siding job. Towards the end of the discussion Mr. Castellucci stated the re-bidding idea that was brought up by Director Vadnais was a good idea. The

modernization report discussion came to a close with Architect Castellucci stating that the lead mitigation project is making great headway.

- **Housing Management**

Chairperson Carrera asked if there were any questions or objections to the Housing Management Report. Vice Chairperson Rabbitt requested that Jim Goff, Director of Housing please enlarge the font on his reports. Vice Chairperson mentioned the increase in court summons for 560 Prospect. Mr. Goff informed the Board they are starting a new process in where they are sending out notices for private conferences. Mr. Goff also pointed out that rent went up a couple thousand in the month. It was explained to the Board by Jim the rent process.

Individuals will speak with Attorney Montalbano regarding their non-compliance after their payment has been collected for last month's rent. Attorney Montalbano explained this process to the Board in greater detail regarding the non-compliance as well as rent issues. Jim discussed the number on the TAR summary for Galego Court. He stated \$53,359 or 66% are under court agreement. Mr. Goff re-stated his focus is making sure people are meeting their court agreements and that the development managers are sending out notices. For those who are not making their payments they will be sent to Attorney Montalbano.

Vice Chairperson Rabbitt discussed the units at 560 Prospect and Galego Court with Jim Goff. Mr. Rabbitt stated that the numbers at 560 Prospect and Galego Court should be reversed. Jim agreed and stated that as a whole they are working towards this goal.

- Finance**

Chairperson Carrera asked if there where any questions or objections regarding the Finance Report. Stephen Vadnais mentioned that John McGinn is working on the budget for next year and that it will be ready to be presented in March Board meeting.

- Security**

Chairperson Carrera asked if there where any questions or objections regarding the Security Report. Jim Ruthowski, Director of Security mentioned to the Board that he has the printer to make the ID Badges. Mr. Ruthowski mentioned to the Board that Landon Technology has ordered the parts he requires to move forward with this project. Jim also mentioned that they are working on replacing the KERI discs. Commissioner Goulet discussed with Mr. Ruthowski the parking situation at 560 Prospect Street. Commissioner Goulet pointed out that six vehicles where towed at 560 Prospect and zero for Galego. Further discussion took place between Commissioner Goulet and Jim Ruthowski regarding the parking situation.

- Facilities Management**

Chairperson Carrera asked if there where any questions or objections

regarding the Facilities Management Report. Chairperson Carrera asked Andy about the date on his report it states December 28, 2009. Mrs. Carrera asked Andy Hladyk to correct this. He will. Chairperson Carrera asked about the one unit with the bed bugs. Andy stated that the unit issue was two weeks ago and that as of late it most likely has been retreated. Mr. Hladyk informed the Board that as of late there are no bed bugs.

- Resident Services Report

Chairperson Carrera asked if there were any questions or objections regarding the Resident Services Report. Vice Chairperson Rabbitt pointed out some concerns regarding page three of the report. Mr. Rabbitt stated nothing has changed from the previous month to the current month except for the numbers. Vice Chairperson Rabbitt continued to point out that the language on page four is the same as last months. The reports show very little dialogue change. Continued conversation regarding the repetitive dialogue from report to report Vice Chairperson Rabbitt sees little to no change in the Resident Services Monthly Report. Mr. Vadnais acknowledges Vice Chairperson Rabbitt's concerns.

Commissioner Condon mentions that the report does not reflect the numbers of the Members Association. It is questioned by Commissioner Condon are the 5 people going to the resident meetings association members. The reports do not inform or state if they are actually members of the association. Commissioner Condon

is concerned because this particular problem has been ongoing for some time. Mr. Vadnais stated that this issue is something he is working on. Stephen mentioned to the Board that he met with the Boys & Girls Club. He commended the Boys & Girls Club for working hard making sure children at 560 Prospect are taken care of and able to participate in activities. Further conversation took place praising the Boys & Girls Clubs efforts. However, Stephen pointed out to the Board work still needs to take place in helping Galego Court youth. Mr. Vadnais wanted to point out that the Boys & Girls Club spends a lot of time recruiting and that maybe we could do a little more to assist them in the recruiting process.

Mr. Vadnais was concerned about the last resident meeting that he attended at 560 Prospect, because it took place at 3:00 PM in the afternoon when most parents are concerned about bus schedules and their children. The next resident meeting scheduled will not be held at 3:00 PM. Further conversation took place between Stephen and the Board informing how he would like to improve the Galego Court resident attendees. Mr. Vadnais would like to see the staff be more active in helping understanding the residents, children and teenagers. He feels there would be a better resident turnout if the staff made it more apparent that they are available and willing to help.

- **MASS Report**

Chairperson Carrera asked if there were any questions or objections regarding the MASS Report. Stephen informed the Board that there

where corrections made to the MASS Report as the one in the book had pages missing. Each individual was handed a file with the correct report. There where no questions or objections to the MASS Report.

- **Service Contract Log**

Chairperson Carrera asked if there where any questions or objections regarding the Service Contract Log. Stephen mentioned to the board that the laundry services went out to bid. In closing, Stephen informed the Board he is not up to date on the Fire Alarm situation and that he will look into it.

There being no additional comments, questions or concerns regarding the Consent Agenda Vice Chairperson Rabbitt made a motion to approve the report as submitted. A second was given by Commissioner Condon. Upon roll call the “Ayes” and “Nays” where as follows:

AYES

NAYS

Chairperson Carrera

Commissioner Condon

Commissioner Goulet

Vice Chairperson Rabbitt

Commissioner Monahan left the meeting at 7:00PM.

Executive Session

Chairperson Carrera requested permission to go into Executive Session pursuant to RI General Laws 42-46.5, Section 2, subsection 1 & 2. A motion was made by Vice Chairperson Rabbitt and seconded by Commissioner Goulet, with an affirmative vote by roll call vote:

AYES NAYS

Chairperson Carrera

Commissioner Condon

Commissioner Goulet

Vice Chairperson Rabbitt

Commissioner Monahan, Absent

Time in Executive Session 7:00 P.M.

Motion to come out of closed meeting and seal the minutes, accordance with RI

Law Sec. 42-46-4. A motion was made by Vice Chairperson Rabbitt and seconded by Commissioner Condon, with an affirmative vote by roll call:

AYES

NAYS

Chairperson Carrera

Commissioner Condon

Commissioner Goulet

Vice Chairperson Rabbitt

Commissioner Monahan, Absent

Time out of Executive Session 7:49 P.M.

Other Business

Vice Chairperson Rabbitt made a motion to approve the up-grade of the antenna for digital reception for \$32,000 with a second by Commissioner Goulet. Upon roll call the “Ayes” and “Nays” where as follows:

AYES

NAYS

Chairperson Carrera

Commissioner Condon

Commissioner Goulet

Vice Chairperson Rabbitt

Commissioner Monahan, Absent

Commissioner Goulet asked Stephen Vadnais when he will have someone for the Laborer’s Position. Stephen answered March.

There being no further business Vice Chairperson Rabbitt made a motion to adjourn the Board of Commissioners meeting February 12, 2009. Commissioner Condon seconded the motion.

Upon roll call the “Ayes” and “Nays” where as follows:

AYES

NAYS

Chairperson Carrera

Commissioner Condon

Commissioner Goulet

Vice Chairperson Rabbitt

Commissioner Monahan,

Adjournment at 7:55 P.M.